

URGENT / TIME LIMIT



INSTITUTE OF HUMAN RESOURCE DEVELOPMENT

TC 86/1949(2), NH Bypass Junction, Pettah.P.O., Chackai,
THIRUVANANTHAPURAM - 24

CIRCULAR

No: Fin A₁/6129/2020/IHRD (2)

Dated: 30..12..2021

Sub: IHRD - Plan Fund 2021-2022 - Purchase of Machinery & Equipment, Computer & Accessories, Furniture & Fixtures and Library Books - Additional requirement - Proposal called for - Reg.

Ref: This office proceedings of even No dated 17..09..2021 & 28..12..2021

Please refer to the above. All head of Institutions who require additional funds (Plan Fund) if any, for purchase of Machinery & Equipment, Computer & Accessories, Furniture & Fixtures and Library Books may forward proposals/requirements, by clearly explaining the necessity of the purchase on or before 10..01..2022 positively.

This may be treated as **Most Urgent**

**Sd/-
Dr.P.Suresh Kumar
DIRECTOR**

To,

1. **All heads of institutions under IHRD
(The Plan fund already released should be utilized within the time limit without fail)**
2. **Finance Officer**
3. **Purchase Section**
4. **IT Section for uploading in the IHRD site**
5. **Stock File 2021**
6. **Office Copy**

Approved for issue

***(Signature)*
Finance Officer**